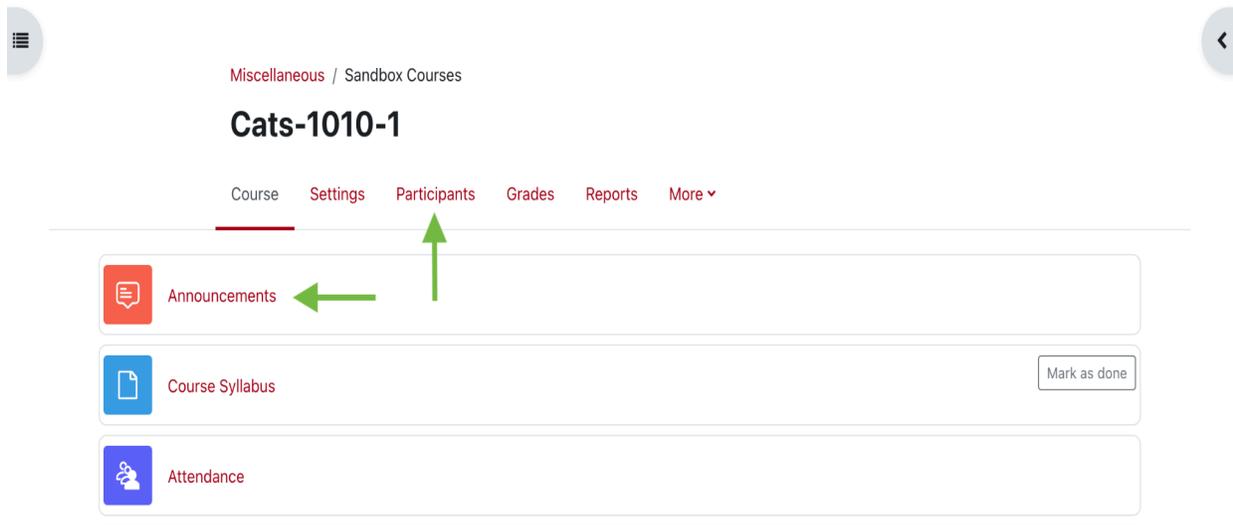
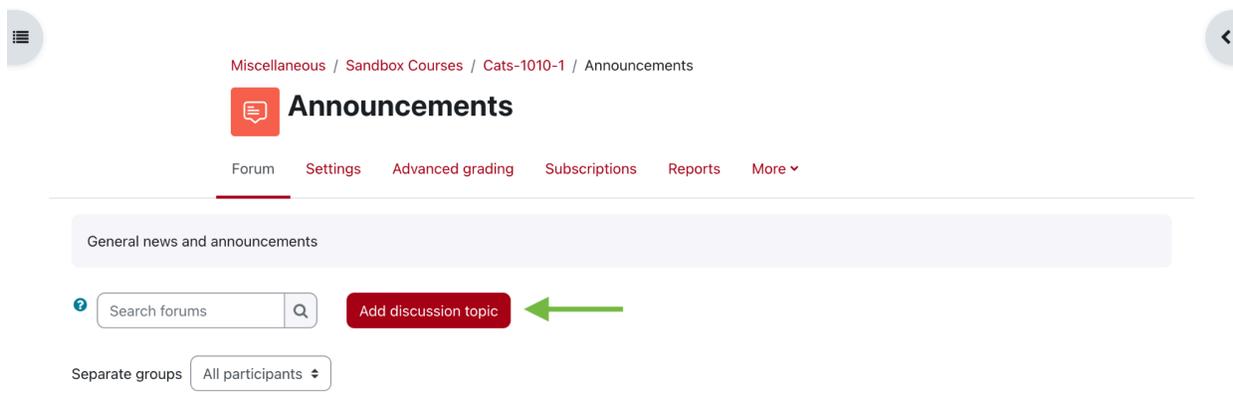


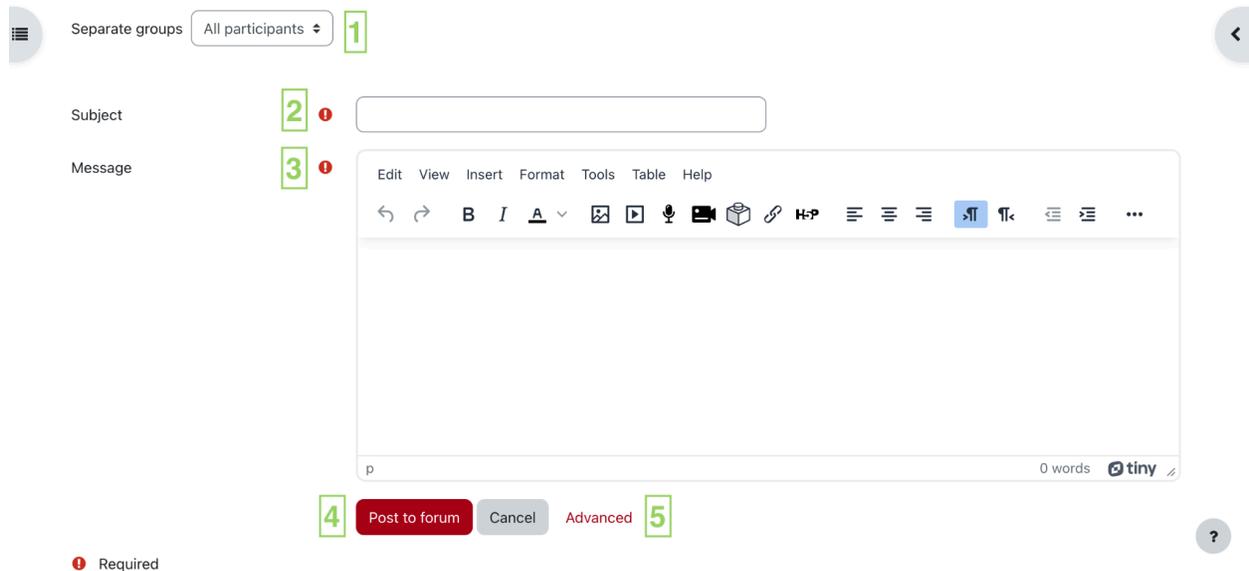
There are two ways that you can use Moodle to message your students - through the Announcements Forum and through the Participants' List.



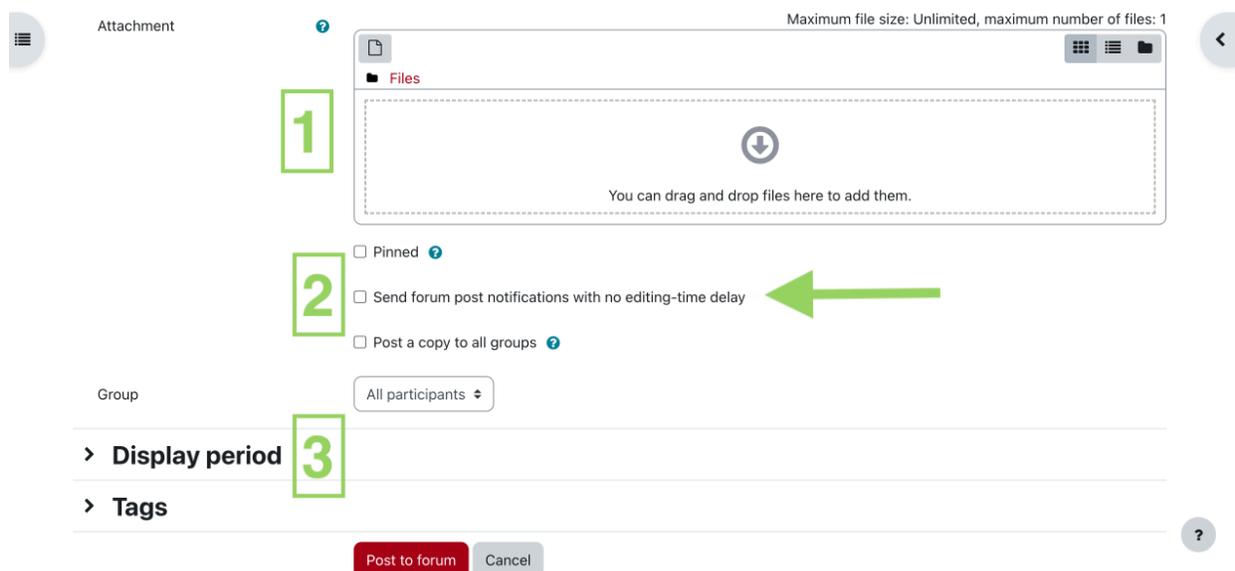
The easiest and quickest way to contact all or groups of your students is to use the **Announcements Forum**. Just click on the 'Announcements' link on your course page. Then click the 'Add discussion topic' button to begin crafting your message.



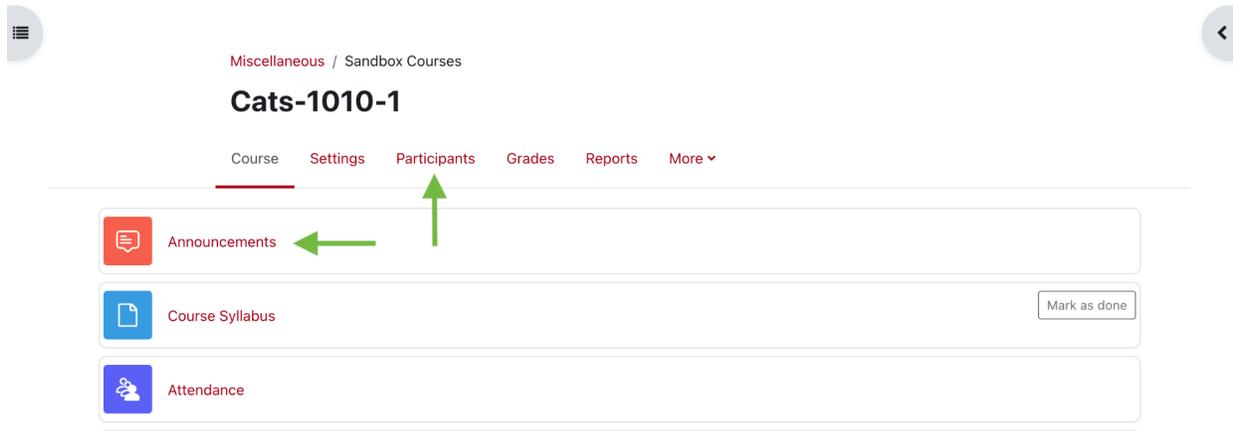
You can then select whether you want the message to go to all students or, if you are using groups, what group you want the message to go to (#1 in picture below). You then give your message a name (#2) and use the text editor box to add your message (#3). When you have finished you click the 'Post to forum' button and it will be sent to the UPEI email addresses of the students you targeted.



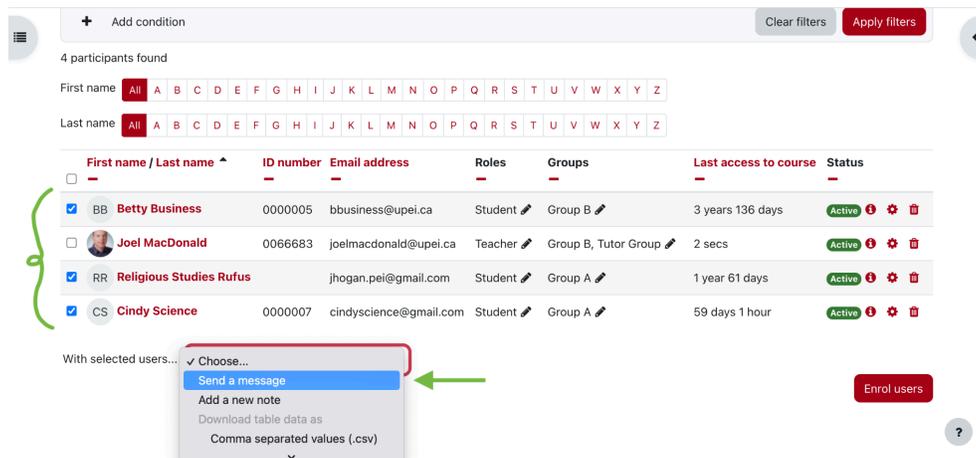
Before, posting your message, if you click on 'Advanced' (#5 in the above picture) you will be given an extra set of options to use. You can attach a file (#1 in the picture below). The default for any type of Moodle forum is to wait 15 minutes before actually sending the message that you posted to the forum. This gives you a chance to go back and make changes before it gets sent. If you want to send it out with no delay, you will check the checkbox at #2. Also, you can set the display period for how long you want the message to be visible and accessible in the forum (#3).



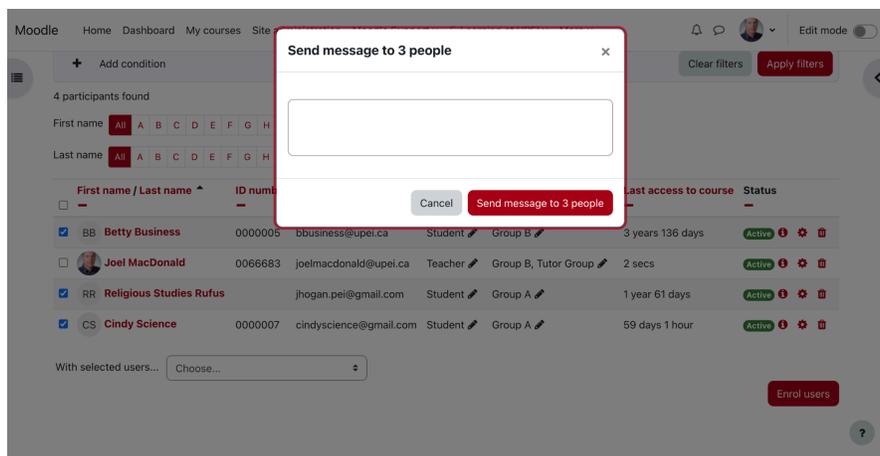
If you want to be more selective in sending your message to one or a few students, you can do so through the Participants list.



Once you click on the 'Participants' link, you will see a list of your students' names. Check the box beside the name of the student(s) you want to contact. Then from the dropdown menu at the bottom of the list of names, select the option to 'Send a message.'

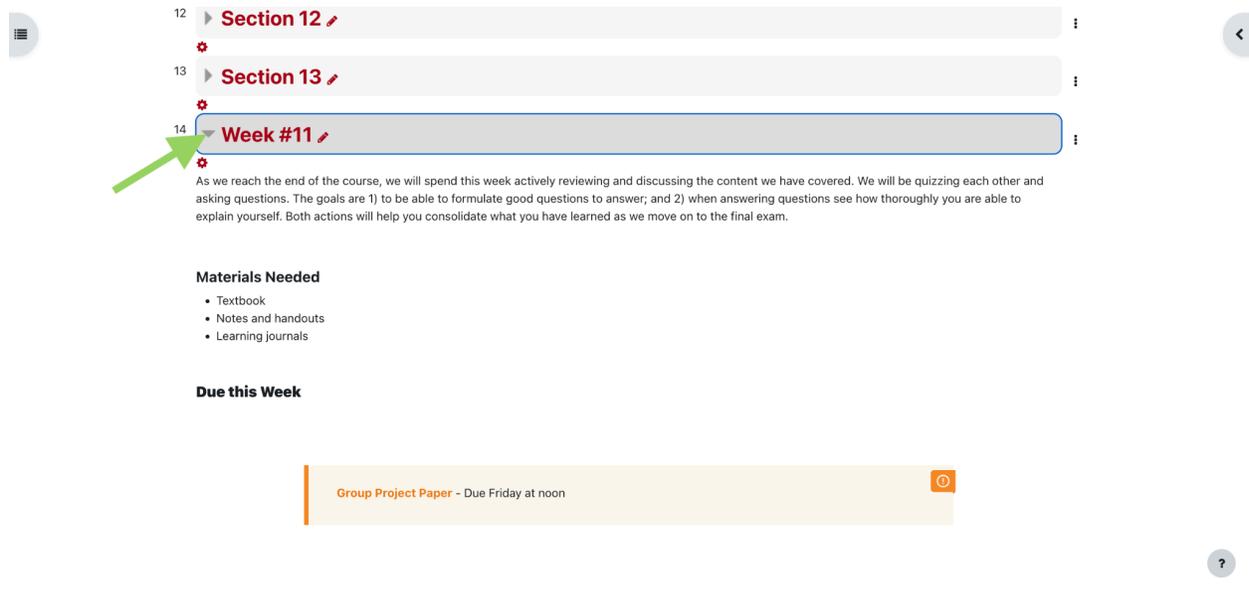


That will open a pop-up window where you can type in your message and then send to the student(s) you selected.



You can also use your Moodle course page's section headers as a place to highlight that week's or that topic's important points to know.

When the section is opened, by clicking on the arrowhead, the first thing the student would see could be something like this:



12 ▶ **Section 12** ↗

13 ▶ **Section 13** ↗

14 ▶ **Week #11** ↗

As we reach the end of the course, we will spend this week actively reviewing and discussing the content we have covered. We will be quizzing each other and asking questions. The goals are 1) to be able to formulate good questions to answer; and 2) when answering questions see how thoroughly you are able to explain yourself. Both actions will help you consolidate what you have learned as we move on to the final exam.

**Materials Needed**

- Textbook
- Notes and handouts
- Learning journals

**Due this Week**

Group Project Paper - Due Friday at noon

The process is simple. With editing turned on, go to the section you want to use and click on the three vertical dots on the right hand side of that section



10 ▶ **Section 10** ↗

11 ▶ **Section 11** ↗

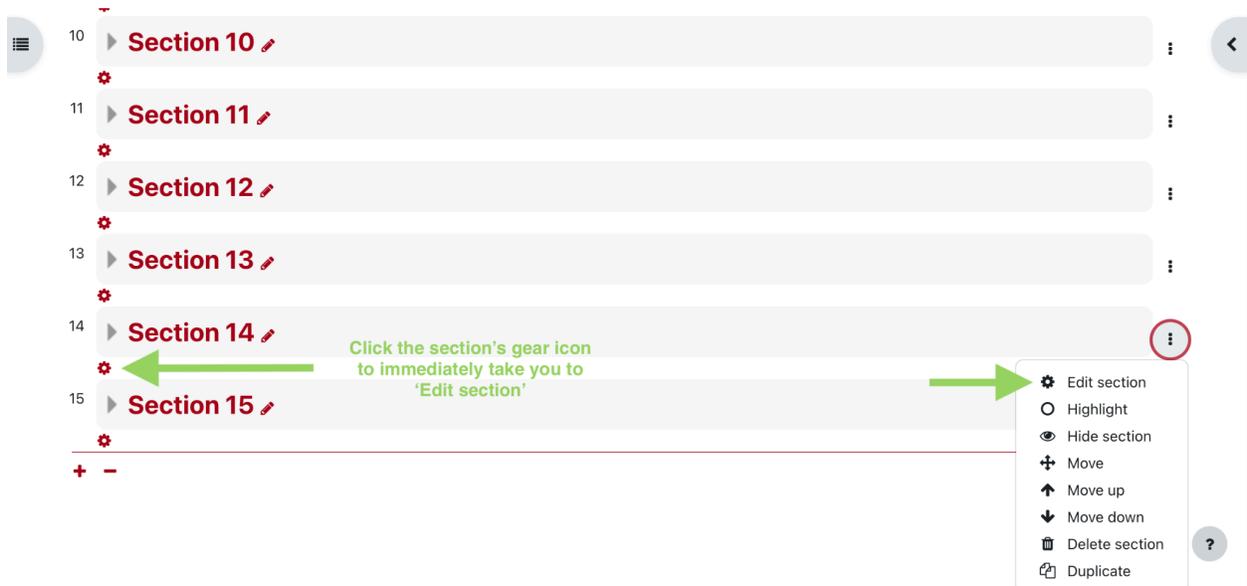
12 ▶ **Section 12** ↗

13 ▶ **Section 13** ↗

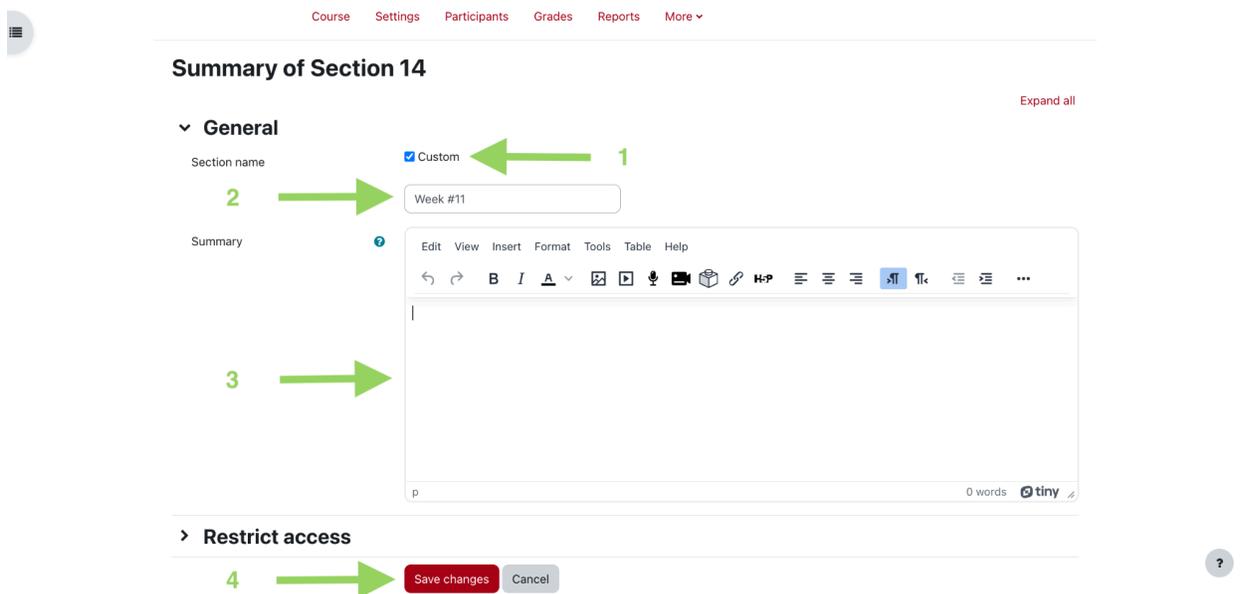
14 ▶ **Section 14** ↗

15 ▶ **Section 15** ↗

From that menu, choose the first option: 'Edit section.' To jump right to editing your section, you can also click on the gear icon on the left hand side and just underneath the section.



Click the 'Custom' checkbox to be able to give the section a custom title (#1). Name your section (#2) and then use the text area to place your outline (#3). When you are finished, click the 'Save changes' button.



Now, when a student opens that section, the first thing they will see is your outline of important things.